

# QUICK START | Generate Dental Indication In Online-PL



**Purpose:** This tutorial is meant to serve as a supplement to the Generate Dental Indication In OnLine-PL tutorial.

## **PART I—GENERATE INDICATION:**

### **From the Main Menu:**

1. Click on the **Quote** tab and on the **New** button when the New Quote box displays. The Initial New Quote page displays.
2. Type the applicant's five-digit zip code and effective date into the designated fields; click to select the producer from the designated dropdown menu; and type the applicant's corporate or last name into the field.
3. Click to select **Dental Professional Liability** from the dropdown menu. The individual name page displays.

### **From the Individual Name page:**

1. Type the applicant's first and last name; office manager name; phone and email address into the designated fields.
2. Click to select the applicant's degree from the designated dropdown menus.
3. Click to select whether the applicant is a medical society member or board certified from the designated dropdown menus.
4. Type the applicant's street address, phone and fax number and email address into the designated fields.
5. Click to select the applicant's desired carrier from the Select Carrier window and on the **Continue** button. A popup box displays.
6. Click "Yes" to continue the dental professional liability application online. The general questions page displays.

### **From the General Questions page:**

1. Click to select the applicant's specialty, policy type and desired limits designated dropdown menus.
2. Type the applicant's retro date into the designated field.
3. Click to select "Yes" or "No" in response to the next six questions.
4. Type the percentage of the applicant's practice that fall into the designated CDT code fields. **NOTE:** The figures must total 100, and all fields must contain an entry, which may be "0," if applicable.
5. Type the date the applicant first started practicing as a dentist into the designated field.
6. Click on the **Continue** button. The procedures page displays.

### **From the Procedures page:**

1. Type the amount of full mouth reconstructions, affecting more than 90% of the teeth, that the applicant performs each year.  
**NOTE:** Type a "0" if none are performed.
2. Type the percentages of each surgical procedure provided, based on total number of procedures performed annually, into the designated fields. **NOTE:** The total of all three entries must equal 100, to represent 100% of procedures. Type a "0" if none are performed.
3. Type a description of other dental procedures not represented in the above fields, if applicable.
4. Click on the **Next** button. The membership certification page displays.

### **From the Membership Certification page:**

1. Click to select the applicant's academy of general dentistry classification and dental association/society membership from the dropdown menus.
2. Type the applicant's ADA membership number into the designated field, if applicable.
3. Click to select whether the applicant has had more than 2 claims and/or any claim valued at \$500 or more since March 2009.
4. Type the number of hours per week the applicant practices, including lab work, patient visitation and consultation.
5. Click to select whether the applicant has taken a risk management seminar since 3/28/2011.
  - a. If "Yes," type the date they last attended a risk management seminar into the designated field.
  - b. If "No," click to select whether they would like to receive additional risk management information.
6. Type a description of the applicant's current certification in cardiac life support/other emergency medical care and expiration date of last certificate into the designated fields, if applicable.
7. Click to select a deductible from the designated dropdown menu, if desired, and click on the **Next** button. A new field displays on the right side of the page.
8. Type the applicant's email address into the designated field and click on the **Next** button. The dental professional liability indication detail page displays.

### **From the Dental Professional Liability Indication Detail page:**

1. Click to select or change whether the applicant wants to include general liability.
2. Click on the **Start Application** button.